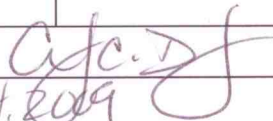


POLICY OF  STATE OF DELAWARE  DEPARTMENT OF CORRECTION	POLICY NUMBER  8.3	PAGE NUMBER  1 of 1
	RELATED ACA STANDARDS: 2-CO-1A-19	
CHAPTER: 8 ADMINISTRATION	SUBJECT: Staff Communication	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE:	October 14, 2019	
APPROVED FOR PUBLIC RELEASE		

**I. AUTHORITY:** 11 Del. C. 6517

**II. PURPOSE:** To establish channels of communication for the effective flow of information.

**III. APPLICABILITY:** All Department employees, volunteers, visitors, persons or organizations conducting business with the Department; all offenders under the supervision of the Department.

**IV: DEFINITIONS:**

**Executive Staff:** All bureau chiefs, section managers, and other personnel reporting directly to the Commissioner.

**V: POLICY:** It is the policy of the Department of Correction to establish and maintain channels of communication that permit the effective flow of information throughout the Department. These channels of communication should promote coordination, ensure maximum efficiency, and contribute to high morale among all Department personnel by keeping them well informed of all relevant changes in operations as they occur.

The Commissioner and Executive Committee shall be responsible for developing procedures to ensure open lines of communication at all levels of the Department. Additionally, the procedures must require the Commissioner to meet at least monthly with the executive staff. All bureau chiefs and section managers must meet at least monthly with their designated staff.